

The AI Workflow Card

Three rows · what AI does · who answers for it · the line it never crosses

COMPANY

QUARTER

DATE

Start with what drains hours every week, not with what makes headlines.

A TASK EARNS A ROW ONLY IF IT PASSES THREE CHECKS

It happens every week. It is information handling. And faster would matter to the customer, the team, or your own work.

THIS QUARTER'S CARD

THE TASK	WHAT AI DOES (ONE SENTENCE)	OWNER	GUARDRAIL (NEVER...)

TWO HOUSE RULES SIT ABOVE EVERY ROW

The data rule: if you would not email it to a stranger, do not paste it into a tool nobody vetted. Even in a vetted paid tool, a row touches only the specific data it names, uses only what the task needs, and only with the owner's sign-off. The review rule: nothing AI wrote leaves the building until its owner has read every word and checked any fact, figure, name, or link it claims.

AI drafts, summarizes, sorts, compares, and flags. A person decides, approves, sends, or signs off. If your sentence ends with the work bypassing human review, rewrite it until a person is in the loop.